

**CONFIDENTIAL**

Security Information

Chief of Procurement and Supply

8 August 1952

Chief, Administrative Service

Transfer of Certain Transportation Functions from Administrative Service  
to Procurement and Supply

1. Attached is the present Table of Organization for the Transportation Division, exclusive of the Motor Pool Branch. In the last column you will find a list of individuals who are pending security clearance or entrance on duty. Of these

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[redacted] have been granted [redacted] clearances, but have not yet been requested to report for duty. I have made arrangements to have all of the personnel folders on those individuals presently pending forwarded to you for your review.

2. For the past several weeks we have been planning a reorganization and expansion of the Transportation Division. The tentative plans included the upgrading of the Chief and Assistant Chief jobs from Grades GS-13 and GS-12 to Grades GS-14 and GS-13, respectively. It was my intention to start [redacted] off as Chief of the Shipping Branch at GS-12 for the purpose of giving him experience, and also due to the fact that the salary of this grade level is commensurate with his present income. I believe that with added CIA experience, [redacted] will have the ability, background, and knowledge to eventually be made Chief of Transportation, as I believe you will find upon examination of his personnel file.

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3. I intended that [redacted] would become Port Officer at [redacted] at GS-11 and that [redacted] (Naval Reserve Captain) would be an excellent choice for Port Officer at [redacted].

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4. In the reorganization plans it was intended to split both Shipping and Travel down into three principal area divisions: (1) Far East, (2) Western Europe, Eastern Europe, and Middle East, and (3) Western Hemisphere, including domestic travel. On the basis of present volume, this seemed to be a logical division of work, and it was my intention to increase the T/O of the Shipping Branch from [redacted] positions, which was an increase of five positions over that included in my staff study of 8 May 1952, and to ask for an increase of three positions, primarily clerical, in the Travel Branch, making a total of [redacted] positions for this Branch. I believe that this organizational structure, concept, and expansion would be adequate to handle what is now known about future volume and to cover transportation requirements [redacted].

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5. In addition, it was my intention to propose that there be a small staff in Transportation to include those functions now performed

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by the [ ] OPC. On this staff I had planned to request allotments of one Navy Commander and one Air Force Lieutenant Colonel, or their equivalent GS grades, and such clerical staff as would appear to be appropriate after a study of the [ ] demands. This concept might prove to be too conservative upon further investigation.

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6. As I mentioned to you verbally, we have in process an improvement program within the Transportation Division, which I believe can continue to be carried on. The improvement program tied in to a large extent with the organizational and personnel concept described in the above paragraphs. Among the other items which I had in mind, the principal ones are as follows:

- (a) The assignment of cargo numbers by the Transportation Division instead of by the Procurement and Supply Office in order that transportation problems would be discussed with representatives of the Transportation Division prior to the initiation of the request for procurement action in order to permit necessary planning by the Shipping Branch.
- (b) Improvement of liaison with Governmental agencies and commercial firms, the latter to include security clearance of additional firms not previously cleared to facilitate handling the volume of work and to improve security. Among these was the clearance of [ ] which has been started in order that the business could be distributed between [ ] and the clearance of [ ] personnel in the [ ] which would involve certain personnel in Washington for travel purposes and certain other personnel in [ ] purposes. As we agreed, I will "fill the gap" by introductions to the people concerned as you desire.
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- (c) The improvement of the present procedure in the Shipping Branch from the standpoint of establishing a shipping log from which monthly status reports, itemized, could be prepared. A monthly status report has been prepared for Far East shipments, and [ ] have instructions for continuing and improving the reporting system.
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- (d) A breakdown of Travel and Shipping files on an area basis in keeping with the organizational concept described above and breaking files down into four categories: (1) pending travel orders or requests for shipping space, (2) pending confirmation of shipping or passenger space, (3) pending arrival of shipment at destination and receipt therefor, and pending receipt of billings for travel or shipping services performed, and (4) shipments completed and billings certified for payment.

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(e) Advance bookings with the principal transportation companies, including [redacted] etc., and schedules for this purpose have been prepared and are in the possession of [redacted]. This procedure will greatly facilitate the handling of emergency travel and ease the pressure on Travel personnel handling bookings.

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(f) The issuance of a travel brochure, including necessary forms to be distributed to each area division and principal office and to be handed to each individual traveler at the time his travel order is issued. This brochure is now being distributed and has been concurred in by the Central Processing Branch. The contents of the brochure can, I am sure, be improved, and it was my intention to immediately begin to work on an improved second edition.

(g) In connection with item (f) above and for the purpose of improving liaison with area divisions, procedural charts have been prepared, which are in the possession of [redacted]. It was intended that these would be used in instructing personnel in each area division on procedures for personnel travel and the transporting of household goods and personal belongings, and supplies and equipment. It was my intention that a meeting would be called for the purpose of instructing representatives of each of the area divisions and principal offices on these procedures.

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(h) There are many other minor improvements which I have discussed with [redacted]. I believe that all of these things which we were doing in the Transportation Division will tend to improve the transportation situation generally.

7. The principal problem in the Transportation Division has been one of lack of sufficient personnel, for which an increase in T/O was, as I indicated to you, made in January, 1952, again in March, 1952, and still later in May, 1952. The difficulty in obtaining requirements and information regarding probable future volume to be used as a basis for expanding and increasing transportation facilities has greatly added to the problem.

8. Several of the people now on duty in Transportation have asked for releases to shop for other assignments for various reasons. These are as follows:

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- (a) [ ] has been offered a position in Operations to which he would like to transfer, as it is his desire to ultimately go overseas and obtain operational experience.

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- (b) [ ] has requested a release for the reason that he desires to get into the research end of transportation or to change his field entirely by getting into saleswork some place in industry.

- (c) There are other personnel who requested releases due to the low classifications of their positions, but I think that by an amended T/O, these problems can be solved. These include [ ] and, I believe, [ ]

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9. Following is a list of individuals whom I interviewed in [ ] on Friday, 25 July 1952, in connection with possible positions in Transportation either in the United States or overseas:

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[ ] Personnel Procurement, [ ] conducted the interviews with these two individuals in order that I could keep an appointment previously arranged with officials at the [ ] Port.

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The Personal History Statements have not been received from these people as yet. However, we will request the Personnel Division to forward them to you at such time as they arrive. I believe that all of these people are qualified transportation people in their fields and are worthy of consideration.

10. I have reduced all these things to writing in order that you may pass them on to whomever you desire to direct the integration of the transportation activity in your office, and I am at your disposal in the event there are any questions which I have not included herein.

11. On behalf of the personnel now on duty in the Transportation Division, I wish to state that they are very capable and have worked hard under trying conditions and deserve every consideration which you may be able to extend to them.

*Signed*

[ ]

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